ST/IC/1999/1

UNITED NATIONS

INDEX

TO

ADMINISTRATIVE ISSUANCES

JANUARY 1999

INTRODUCTION

1. The present index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject matter, all issuances at United Nations Headquarters that were current as at 31 December 1998. It also includes a subject index and an alphabetical index. The index is issued annually.*

2. This index comprises the following sections:

(a) ST/SGB/- series. These bulletins promulgate Regulations adopted by the General Assembly, establish Financial Rules, Staff Rules, the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;

(b) ST/AI/- series. These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins, and they also set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;

(c) Subject and alphabetical indexes. The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.

3. Copies of the index are available through official distribution. The index is also archived in the optical disk system.

4. Comments and suggestions concerning this publication will be appreciated. They should be addressed to the Chief, Rules and Regulations Unit, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017. They can also be sent by fax (212) 963-1068.

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* The index to information circulars is contained in ST/IC/1999/2.

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A. ADMINISTRATIVE ISSUANCES, BY ALPHANUMERIC SYMBOL

I. ISSUANCES UNDER SECRETARY-GENERAL'S BULLETIN ST/SGB/1997/1*

1. SECRETARY-GENERAL'S BULLETINS (SERIES ST/SGB/1998/1-21)

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/1998/1	15/1/98	Organization of the secretariat of the United Nations Conference on Trade and Development	
ST/SGB/1998/2	12/2/98	Organization of the Office of Internal Oversight Services	See also ST/SGB/273
ST/SGB/1998/3	23/2/98	Organization of the secretariat of the Economic Commission for Europe	
ST/SGB/1998/4	1/3/98	Organization of the secretariat of the Economic Commission for Africa	
ST/SGB/1998/5 ST/SGB/Staff Rules/2/Rev.8/ Amend.2	1/3/98	Amending the 200 series of the Staff Rules	
ST/SGB/1998/6	31/3/98	Building the future	
ST/SGB/1998/7 ST/SGB/Staff Rules/1/Rev.9/ Amend.1	1/3/98	Amending the 100 series of the Staff Rules	See also ST/SGB/1998/21
ST/SGB/1998/8	1/3/98	Staff Regulations	Superseded by ST/SGB/1998/20
ST/SGB/1998/9	27/4/98	Organization of the Office of the United Nations High Commissioner for Refugees	
ST/SGB/1998/10	20/5/98	Organization of the Department for Disarmament Affairs	

* On 1 June 1997 a new system for administrative issuances entered into force in accordance with ST/SGB/1997/1.

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/1998/11	1/6/98	Organization of the Office of Central Support Services	
ST/SGB/1998/12	1/6/98	Organization of the Office of Human Resources Management	
ST/SGB/1998/13	1/6/98	Organization of the Office of Programme Planning, Budget and Accounts	
ST/SGB/1998/14	20/8/98	Organization of the Department of Political Affairs	
ST/SGB/1998/15 ST/SGB/Financial Rules/1/Rev.3/ Amend.1	30/9/98	Amendment of financial rule 110.32: Property Survey Board	
ST/SGB/1998/16	30/10/98	Organization of the United Nations Office at Vienna	
ST/SGB/1998/17	30/10/98	Organization of the United Nations Office for Drug Control and Crime Prevention	See also ST/SGB/240 ST/AI/388
ST/SGB/1998/18	3/12/98	Organization of the Executive Office of the Secretary-General	
ST/SGB/1998/19	10/12/98	Status, basic rights and duties of United Nations staff members	
ST/SGB/1998/20	10/12/98	Staff Regulations	
ST/SGB/1998/21 ST/SGB/Staff Rules/1/Rev.9/ Amend.2	10/12/98	Amending the 100 series of the Staff Rules	See also ST/SGB/1998/7

2. ADMINISTRATIVE INSTRUCTIONS (SERIES ST/AI/1998/1-10)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/1998/1	28/1/98	Payment of income taxes to United States tax authorities	
ST/AI/1998/2	21/1/98	Reimbursement for travel by private motor vehicle	
ST/AI/1998/3	23/1/98	System of daily subsistence allowance	
ST/AI/1998/4	10/2/98	Competitive examinations for the placement of General Service and related categories in particular occupational groups	
ST/AI/1998/5	24/2/98	Administrative instruction amending ST/AI/1997/7 - Recruitment procedures for Professional staff	Amendment to ST/AI/1997/7
ST/AI/1998/6		Number assigned - not utilized	
ST/AI/1998/7	23/3/98	Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category	
ST/AI/1998/8	13/8/98	Competitive examination for promotion to the Professional category of staff members from other categories	See also ST/SGB/173
ST/AI/1998/9 ST/AI/1998/9/Corr.1 (English only)	6/10/98 29/12/98	System for the classification of posts	
ST/AI/1998/10	12/11/98	Life insurance	

3. SECRETARY-GENERAL'S BULLETINS (SERIES ST/SGB/1997/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/1997/1	28/5/97	Procedures for the promulgation of administrative issuances	
ST/SGB/1997/2	28/5/97	Information circulars	
ST/SGB/1997/3	8/9/97	Senior Management Group	
ST/SGB/1997/5	12/9/97	Organization of the Secretariat of the United Nations	
ST/SGB/1997/6	15/9/97	Organization of the Department of General Assembly Affairs and Conference Services	
ST/SGB/1997/8	15/9/97	Organization of the Office of Legal Affairs	
ST/SGB/1997/9	15/9/97	Organization of the Department of Economic and Social Affairs	
ST/SGB/1997/10	15/9/97	Organization of the Office of the United Nations High Commissioner for Human Rights	
ST/SGB/1997/11	15/9/97	Organization of the Department of Management	
ST/SGB/1997/12	15/9/97	Staff-Management Coordination Committee	
ST/SGB/1997/13	30/12/97	Performance appraisal system	See also ST/SGB/1998/6 and ST/AI/1997/8

4. ADMINISTRATIVE INSTRUCTIONS (SERIES ST/AI/1997/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/1997/1	20/8/97	Conditions under which staff members may take national competitive recruitment examinations	See also ST/SGB/210
ST/AI/1997/4	30/9/97	Upgrading of substantive and technical skills	See also ST/SGB/1998/6
ST/AI/1997/6	20/10/97	Mission subsistence allowance	
ST/AI/1997/7	20/11/97	Recruitment procedures for Professional staff	Amended by ST/AI/1998/5
ST/AI/1997/8	9/12/97	Performance appraisal system	See also ST/SGB/1997/13 and ST/SGB/1998/6

II. ISSUANCES UNDER SECRETARY-GENERAL'S BULLETIN ST/SGB/100

1. SECRETARY-GENERAL'S BULLETINS (SERIES ST/SGB/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/ Financial Rules/1/ Rev.3 (1985)	3/1985	Financial Regulations and Rules of the United Nations (series 100)	Annex: Additional terms of reference governing the audit of the United Nations. See also ST/SGB/1998/15
Rev.3/Amend.1	30/9/98		
ST/SGB/ Financial Rules/2	9/12/75	Financial Rules of the Fund of the United Nations Environment Programme	
ST/SGB/Staff Rules/Appendix D/ Rev.1	1/1/66	Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	See also ST/AI/120/Rev.2
Rev.1/Amend.1	8/1/76		
ST/SGB/Staff Rules/1/Rev.9	1/3/97	Staff Rules	Rules 101.1 to 112.8. See also ST/SGB/1998/7 and ST/SGB/1998/21
Rev.9/Amend.1	1/3/98		
Rev.9/Amend.2	10/12/98		
ST/SGB/Staff Rules/2/Rev.8	1/6/95	Staff Rules applicable to technical assistance project personnel	Rules 200.1 to 212.7. See also ST/SGB/1998/5
Rev.8/Amend.1	1/3/96		
Rev.8/Amend.2	1/3/98		
ST/SGB/Staff Rules/3/Rev.5	1/1/94	Staff Rules governing conference and other short-term service	Rules 301.1 to 312.6
ST/SGB/UNEF/2/ Rev.2	30/12/60	Financial Rules for the Special Account for the United Nations Emergency Force	
ST/SGB/UNFICYP/1	25/4/64	Regulations for the United Nations Force in Cyprus	

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/UNHHSF/ Financial Rules/3 (1978)	1/78	Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100)	
ST/SGB/PPBME Rules/1 (1987)	3/87	Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	
ST/SGB/ Organization, Section:			
DPI/Rev.2	14/6/96	Department of Public Information	See also ST/AI/376
DPKO DPKO/Amend.1	22/3/95 23/8/95	Department of Peacekeeping Operations	
ECLAC	25/8/95	Secretariat of the Economic Commission for Latin America and the Caribbean	
ESCAP	19/10/95	Secretariat of the Economic and Social Commission for Asia and the Pacific	
ESCWA/Rev.1	6/10/94	Secretariat of the Economic and Social Commission for Western Asia	
O/Rev.1	8/77	Secretariat of the United Nations Environment Programme	
S S/Corr.1 S/Amend.1	2/76 3/77 26/1/77	United Nations Office at Geneva	
UNRWA	7/12/95	United Nations Relief and Works Agency for Palestine Refugees in the Near East	

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/103/Rev.1	6/80	Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	See also ST/AI/119
ST/SGB/107/Rev.6	25/3/91	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	
ST/SGB/119	30/7/59	Regulations for the United Nations medal	
ST/SGB/119/Amend.1	10/63		
ST/SGB/125/Rev.1	21/5/63	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/125/Rev.1/Amend.1	31/12/63		
ST/SGB/125/Rev.2 (Spanish only)	27/2/64		
ST/SGB/126	1/8/63	United Nations Research Institute for Social Development	
ST/SGB/126/Amend.1	15/6/73		
ST/SGB/127	23/9/63	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/127/Amend.1	29/4/74		
ST/SGB/129	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
ST/SGB/132	1/67	United Nations Flag Code and Regulations	
ST/SGB/134	8/8/67	United Nations Social Defence Research Institute	

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/135	26/12/69	Access to League of Nations archives	
ST/SGB/136	1/2/71	Preservation and disposition of gifts and historical items	See also ST/AI/380
ST/SGB/144 ST/SGB/144/Rev.1 (French only)	28/12/73 28/12/73	In-service training and career development for Secretariat staff	
ST/SGB/151	7/1/76	Administration of the Staff Regulations and the Staff Rules	See also ST/AI/234/Rev.1 and Amend.1
ST/SGB/152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	
ST/SGB/154	8/3/77	Equality of men and women in the Secretariat	See also ST/SGB/253 and ST/AI/379
ST/SGB/160	13/10/77	Planning, preparation and servicing of special conferences	See also ST/AI/249/Rev.3 and Amend.4 and ST/AI/342
ST/SGB/166	18/5/78	Establishment of a career development system	See also ST/SGB/267 and ST/AI/413
ST/SGB/168	12/10/78	Establishment of the United Nations Centre for Human Settlements (Habitat)	
ST/SGB/172	19/4/79	Staff-management relations: decentralization of consultation procedure	See also ST/SGB/274
ST/SGB/173	29/8/79	Competitive examinations for promotion to the Professional category of staff members from other categories	See also ST/AI/360/Rev.1 and Corr.1 (English only) and ST/AI/1998/8
ST/SGB/177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also ST/SGB/283, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/297 and Add.1 and ST/AI/327

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/188	1/3/82	Establishment and management of trust funds	See also ST/AI/284, ST/AI/285 and ST/AI/286
ST/SGB/198	10/12/82	Security, safety and independence of the international civil service	See also ST/AI/299
ST/SGB/200/Rev.1	1/10/92	Joint Advisory Committee at Headquarters	
ST/SGB/201	8/7/83	Use of working languages of the Secretariat	See also ST/SGB/212
ST/SGB/205	14/6/84	Regional Commissions Liaison Office	
ST/SGB/207/Rev.1	16/12/87	Official United Nations travel to and representation at conferences and meetings	See also ST/AI/133 and ST/AI/319
ST/SGB/209	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
ST/SGB/210	22/1/85	National competitive examinations	See also ST/AI/1997/1
ST/SGB/212	24/9/85	Use of working languages of the Secretariat	See also ST/SGB/201
ST/SGB/213/Rev.1	30/4/91	Designation of staff members performing significant functions in financial management, personnel management and general services administration	
ST/SGB/214	17/1/86	International Research and Training Institute for the Advancement of Women	
ST/SGB/216 ST/SGB/216/Add.6	7/3/86 31/1/96	Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/282 and ST/AI/412
ST/SGB/230	8/3/89	Resolution of tort claims	

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/231	20/6/89	Establishment of a Senior Advisory Board on Services to the Public	
ST/SGB/233	4/1/90	Establishment of a Senior Planning and Monitoring Group for Peacekeeping Operations	
ST/SGB/240	26/6/91	United Nations International Drug Control Programme	See also ST/SGB/1998/17 and ST/AI/388
ST/SGB/242	26/6/91	United Nations archives and records management	See also ST/AI/326 and Corr.1
ST/SGB/245	5/12/91	Technological Innovations Board	See also ST/AI/339, ST/AI/345, ST/AI/347, ST/AI/355, ST/AI/359, ST/AI/361 and ST/AI/386
ST/SGB/251	22/7/92	Establishment and operation of the Central Emergency Revolving Fund	
ST/SGB/253	29/10/92	Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment	See also ST/AI/379
ST/SGB/259	2/7/93	Wearing of grounds passes	See also ST/AI/333 and ST/AI/387
ST/SGB/266 ST/SGB/266/Amend.1	5/11/93 14/3/97	Senior Review Group for the filling of posts at the Director (D-2) and higher levels	See also ST/AI/392
ST/SGB/267	15/11/93	Placement and promotion	See also ST/AI/413
ST/SGB/269	10/1/94	Secure telecommunications equipment	
ST/SGB/270	14/1/94	Advisory Panel on Management and Finance	
ST/SGB/272	9/8/94	Security of information	See also ST/AI/341

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/273	7/9/94	Establishment of the Office of Internal Oversight Services	See also ST/SGB/1998/2, ST/AI/397 and ST/AI/401
ST/SGB/274	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also ST/SGB/172
ST/SGB/275	22/12/94	Health and Life Insurance Committee at Headquarters	
ST/SGB/276	27/4/95	Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee	
ST/SGB/277	19/5/95	Policy governing assignment to and return from mission detail	See also ST/AI/404
ST/SGB/278	14/9/95	Financial situation of the Organization	See also ST/SGB/280 and Amend.1
ST/SGB/280 ST/SGB/280/Amend.1	9/11/95 22/12/95	Suspension of the granting of permanent and probationary appointments	See also ST/SGB/278
ST/SGB/282	5/1/96	Policies to achieve gender equality in the United Nations	See also ST/AI/412
ST/SGB/283	29/8/96	Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	See also ST/SGB/177

2. ADMINISTRATIVE INSTRUCTIONS (SERIES ST/AI/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/52	25/6/48	Secretariat procedure with regard to international instruments (conventions, agreements, treaties, etc.)	
ST/AI/67/Rev.6	30/7/79	Procedure for sale of copies of United Nations recordings	
ST/AI/82	16/8/50	Authority for mailing official United Nations publications, supplies and equipment	See also ST/AI/189/Add.10 and ST/AI/271
ST/AI/97/Rev.2	26/2/81	Control of United Nations property covered by personal property receipts	See also ST/AI/374
ST/AI/104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
ST/AI/105	3/9/54	Maintenance of personnel record cards	
ST/AI/108	24/2/55	Annual inspection of official status files	See also ST/AI/292
ST/AI/113	2/3/56	Linguistic standards for staff of the United Nations Secretariat	See also ST/AI/207
ST/AI/118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
ST/AI/119	8/10/56	Provisional rules governing compensation to members of commissions, committees or similar bodies in cases of injury or death attributable to service with the United Nations	See also ST/SGB/103/Rev.1

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/120/Rev.2	19/5/82	Instructions with respect to reporting of work injuries, safety measures and accident prevention	See also Staff Rule 106.4 and ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1
ST/AI/133	8/4/59	Payments of travel expenses and subsistence allowances in connection with United Nations conferences	See also ST/SGB/107/Rev.6 and ST/SGB/207/Rev.1
ST/AI/145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5 and 6; see also ST/AI/387 and ST/AI/416
ST/AI/149/Rev.4	14/4/93	Compensation for loss of or damage to personal effects attributable to service	
ST/AI/155/Rev.2	31/8/90	Personnel payroll clearance action	
ST/AI/155/Rev.2/ Amend.1	13/12/90		
ST/AI/157	13/8/63	Losses of cash	
ST/AI/176/Rev.3	30/4/80	Transportation of privately owned automobiles	
ST/AI/176/Rev.3/ Corr.1	15/10/80		
ST/AI/176/Rev.3/ Amend.1	14/4/92		
ST/AI/176/Rev.3/ Amend.2	13/6/94		
ST/AI/176/Rev.3/ Amend.3	11/3/96		
ST/AI/176/Rev.3/ Amend.4	17/12/96		
ST/AI/181/Rev.10	26/6/95	Education grant and special education grant for disabled children	
ST/AI/181/Rev.10/ Corr.1 (English only)	21/7/95		
ST/AI/181/Rev.10/ Amend.1	30/1/96		
ST/AI/181/Rev.10/ Amend.2	4/3/97		
ST/AI/182	17/12/68	Obligations of staff members	See also ST/AI/399
ST/AI/189	7/11/69	Regulations for the control and limitation of documentation	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/189/Add.1/ Rev.2	1/10/90	Initiation, approval and execution of the United Nations biennial publications programme	
ST/AI/189/Add.2 ST/AI/189/Add.2/ Amend.1	15/9/71 30/4/75	Covers and title pages of publications	
ST/AI/189/Add.3/ Rev.2	17/12/85	Distribution of documents, meeting records, official records and publications	See also ST/AI/82, ST/AI/271 and ST/AI/341
ST/AI/189/Add.4/ Rev.1	20/1/97	Principles governing the exchange of United Nations documents and publications	See also ST/AI/271
ST/AI/189/Add.5/ Rev.2	23/2/87	Stock review and disposal: official records and publications	
ST/AI/189/Add.6/ Rev.4	12/2/96	Attribution of authorship in United Nations documents, publications and other official papers	
ST/AI/189/Add.7	30/9/71	Documentation workload estimates	
ST/AI/189/Add.8/ Rev.1	15/3/77	Requests for document services	
ST/AI/189/Add.9/ Rev.1	26/3/85	Copyright in United Nations publications: general principles, practice and procedure	See remarks below
ST/AI/189/Add.9/ Rev.2 ST/AI/189/Add.9/ Rev.2/Add.2	17/9/87 25/2/92	Copyright in United Nations publications: general principles, practice and procedure	Supersedes ST/AI/189/Add.9/Rev.1 on an experimental basis; see also ST/AI/189/Add.27
ST/AI/189/Add.10	29/11/72	Mailing of official United Nations documentation	See also ST/AI/82 and ST/AI/271
ST/AI/189/Add.11/ Rev.2	18/8/95	Principles governing United Nations depository libraries	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/189/Add.12/Rev.1	20/1/97	Supply to the United Nations libraries of material not available through the regular distribution channels	
ST/AI/189/Add.13/Rev.1	22/12/73	Reissue of out-of-stock material	
ST/AI/189/Add.14/Rev.1	17/9/79	External publishing of United Nations manuscripts	
ST/AI/189/Add.15/Rev.1	30/6/92	Pricing of United Nations publications	
ST/AI/189/Add.16	7/6/73	Classification and declassification of documents	
ST/AI/189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
ST/AI/189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
ST/AI/189/Add.19/Rev.1	11/2/97	Newsletters and other information materials in printed or electronic format	
ST/AI/189/Add.20/Rev.1	24/2/82	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	
ST/AI/189/Add.21	15/1/79	Use of the United Nations emblem on documents and publications	
ST/AI/189/Add.22	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	
ST/AI/189/Add.23	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	
ST/AI/189/Add.24	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/189/Add.25/ Rev.1	20/1/97	Guidelines for the publication of maps	
ST/AI/189/Add.26	25/9/89	Guidelines for electronic publishing	See also ST/AI/189/Add.28 and ST/AI/359
ST/AI/189/Add.27	8/11/90	References and acknowledgements	See also ST/AI/189/Add.9/Rev.2 and Add.2
ST/AI/189/Add.28	14/8/96	Guidelines for publishing in an electronic format	See also ST/AI/189/Add.26
ST/AI/190/Rev.1	2/5/83	Outside activities of members of the Secretariat	
ST/AI/192/Rev.2	31/3/93	Official hospitality	
ST/AI/193/Rev.1	24/6/77	Material and package passes	See also ST/AI/309/Rev.2
ST/AI/202	4/6/71	Headquarters Property Survey Board: case report and recommendation form	
ST/AI/205	10/12/71	Library services	See also ST/AI/189/Add.12/ Rev.1
ST/AI/206/Rev.3 ST/AI/206/Rev.3/ Amend.2	29/2/88 5/11/92	Terminal expenses	
ST/AI/207	23/12/71	Language proficiency of staff in the Professional category and above	See also ST/AI/113
ST/AI/209	5/1/72	Pensionable remuneration on promotion to Professional category	
ST/AI/211	4/4/72	Scheduling of meetings and provision of conference services	
ST/AI/213/Rev.1	18/7/84	Retention in service and employment beyond the age of retirement	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/215/Rev.1	8/10/81	Family visit travel	See also ST/AI/280/Rev.6 and Amend.6 and Amend.6/Corr.1
ST/AI/221/Rev.1 ST/AI/221/Rev.1/ Amend.1 ST/AI/221/Rev.1 Add.1	24/10/89 11/10/90 13/3/96	Time, attendance and leave recording	
ST/AI/222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	
ST/AI/223	2/10/74	Financial administration	
ST/AI/227	25/4/75	Security of valuable articles: lost and found property	
ST/AI/229 ST/AI/229/Add.1 ST/AI/229/Add.2	29/9/75 14/2/77 8/7/77	Reimbursement of the cost of accompanied excess baggage	
ST/AI/231/Rev.1	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
ST/AI/233	9/12/75	Contributions from non-Member States	
ST/AI/234/Rev.1 ST/AI/234/Rev.1/ Amend.1	22/3/89 14/6/90	Administration of the Staff Regulations and Staff Rules	See also ST/SGB/151
ST/AI/235 ST/AI/235/Corr.1	8/1/76 20/1/76	Death and disability coverage for members of the Joint Inspection Unit	
ST/AI/238/Rev.1	29/3/82	Shipping and insurance procedures for shipments of personal effects and household goods	See also ST/AI/264/Rev.1 and Corr.1 and Amend.1 and Amend.1/Corr.1 (French only) and ST/AI/383
ST/AI/241	8/10/76	Changed audit emphasis by United Nations Board of Auditors	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/242 ST/AI/242/Amend.1	22/2/77 8/8/95	Establishment of appointment and promotion committees at designated offices away from Headquarters	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/244/Rev.1	18/7/96	United Nations Bookshop service for staff members	
ST/AI/245	11/5/77	Outposting of staff from the established location of a department to another location	
ST/AI/248 ST/AI/248/Amend.1	7/7/77 27/6/80	Reimbursement of taxi fares	
ST/AI/249/Rev.3 ST/AI/249/Rev.3/Amend.4	29/3/89 17/7/96	Standard of accommodation, travel time and rest stopovers	
ST/AI/254 ST/AI/254/Amend.1 ST/AI/254/Amend.2	3/2/78 21/5/86 14/3/90	Duty-free and tax-free entry of baggage and effects into the United States	
ST/AI/256 ST/AI/256/Add.1	3/2/78 20/12/83	Separation of responsibilities and duties of cheque signatories and finance officers designated as approving officers	
ST/AI/257	12/5/78	Information for United Nations travellers	See also ST/AI/381
ST/AI/259/Rev.10 ST/AI/259/Rev.10/Amend.8	27/2/89 23/5/97	Salary differential for General Service staff in the language-typing and word-processing units, Office of Conference and Support Services, Headquarters	
ST/AI/260	29/11/78	Release of staff members in bad weather or other conditions	
ST/AI/261	12/12/78	Forms management programme	
ST/AI/262	23/4/79	Repatriation grant	See also ST/AI/269 and ST/AI/300

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/264/Rev.1 ST/AI/264/Rev.1/Corr.1 ST/AI/264/Rev.1/Amend.1 ST/AI/264/Rev.1/Amend.1/Corr.1 (French only) ST/AI/264/Rev.1/Amend.2	14/6/83 2/12/83 17/7/85 9/10/85 5/5/92	Unaccompanied shipments and insurance coverage for personal effects and household goods	See also ST/AI/238/Rev.1 and ST/AI/383
ST/AI/265	16/5/79	Overtime compensation at Headquarters	
ST/AI/269	21/12/79	Repatriation grant	See also ST/AI/262 and ST/AI/300
ST/AI/270/Rev.1	12/4/89	Delegation of authority under the Financial Rules	See also ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1, ST/SGB/213/Rev.1 and ST/AI/315/Rev.1
ST/AI/271	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also ST/AI/82 and ST/AI/189/Add.10
ST/AI/273	4/3/80	Employment of spouses	
ST/AI/274 ST/AI/274/Corr.1 (English only)	30/6/80 27/8/80	Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	
ST/AI/275/Rev.2	23/11/88	Rental subsidies and deductions for staff at duty stations outside Europe and North America	See also ST/AI/350 and Amend.2 and 3
ST/AI/276	28/8/80	Assignment of staff members from other categories to Professional posts and granting of special post allowance to the Professional category	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/278/Rev.1	25/5/82	Definition of dependency status	
ST/AI/280/Rev.6 ST/AI/280/Rev.6/Amend.6 ST/AI/280/Rev.6/Amend.6/Corr.1	30/4/91 12/2/97 9/5/97	Special entitlements for staff members serving at designated duty stations	
ST/AI/283	27/1/82	Official holidays	
ST/AI/284	1/3/82	General trust funds	See also ST/SGB/188
ST/AI/285	1/3/82	Technical cooperation trust funds	See also ST/SGB/188
ST/AI/286	3/3/82	Programme support accounts	See also ST/SGB/188
ST/AI/291/Rev.1	18/7/84	Part-time employment	
ST/AI/292	15/7/82	Filing of adverse material in personnel records	See also ST/AI/108
ST/AI/293	15/7/82	Facilities to be provided to staff representatives	
ST/AI/294	16/8/82	Visa status of non-United States staff members serving in the United States	
ST/AI/295 ST/AI/295/Amend.1	19/11/82 5/7/95	Temporary staff and individual contractors	See also ST/SGB/177, ST/AI/296 and Amend.1, ST/AI/297 and Add.1 and ST/AI/327
ST/AI/296 ST/AI/296/Amend.1	19/11/82 5/7/95	Consultants and participants in advisory meetings	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/297 and Add.1 and ST/AI/327
ST/AI/297 ST/AI/297/Add.1	19/11/82 7/12/95	Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1 and ST/AI/327
ST/AI/298 ST/AI/298/Amend.1	28/2/83 15/10/84	Overtime and night differential for staff in the General Service and related categories	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/299	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198
ST/AI/300	5/1/83	Repatriation grant	See also ST/AI/262 and ST/AI/269
ST/AI/308/Rev.1	25/11/83	Establishment of Panels on Discrimination and Other Grievances	
ST/AI/309/Rev.2	18/2/97	Authority of United Nations security officers	See also ST/SGB/259, ST/AI/193/Rev.1 and ST/AI/387
ST/AI/310	20/9/83	Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	See also ST/AI/387
ST/AI/314 ST/AI/314/Add.1	27/1/84 16/1/85	Non-resident's allowance	See also ST/AI/275/Rev.2 and ST/AI/350 and Amend.2 and 3
ST/AI/315/Rev.1	28/2/92	Delegation of financial authority to the International Trade Centre	
ST/AI/316	6/3/84	Granting of status of staff members to full-time language teachers	
ST/AI/317 ST/AI/317/Amend.8	5/6/84 24/2/95	Reimbursement of costs of basic medical examinations for family members	
ST/AI/319	12/9/84	Control of travel on official business	See also ST/SGB/207/Rev.1
ST/AI/320 ST/AI/320/Add.1 ST/AI/320/Add.1/Corr.1 (English only) ST/AI/320/Add.1/Corr.2	14/9/84 1/11/84 8/11/84 18/12/84	Staff incentive programme	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/323	27/9/84	Reduction in energy consumption	
ST/AI/326 ST/AI/326/Corr.1	28/12/84 17/1/85	United Nations archives	See also ST/SGB/242
ST/AI/327	23/1/85	Institutional or corporate contractors	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1 and ST/AI/297 and Add.1
ST/AI/329	17/6/85	Requisition for equipment supplies or services - form PT.72	
ST/AI/330	11/7/85	Revised telegraph form	
ST/AI/333	29/11/85	Personal identification cards: Headquarters	See also ST/SGB/259 and ST/AI/387
ST/AI/334	21/5/86	Test for basic word-processing qualifications	
ST/AI/336	15/9/86	Report of the Group of High-level Intergovernmental Experts and related decisions of the General Assembly	
ST/AI/337	15/10/86	Policy on the provision and use of official cars	
ST/AI/339	3/4/87	Acquisition, replacement and maintenance of office automation equipment	See also ST/SGB/245, ST/AI/345, ST/AI/347, ST/AI/355 and ST/AI/386
ST/AI/341	19/3/87	Confidentiality of mailing lists and registers	See also ST/SGB/272
ST/AI/342	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243	See also ST/SGB/160, ST/AI/249/Rev.3 and Amend.4
ST/AI/343 ST/AI/343/Corr.1 (French only)	31/7/87 31/8/95	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/345	20/10/87	Establishment and operation of Technological Innovations Committees at regional commissions and other locations away from Headquarters	See also ST/SGB/245, ST/AI/339, ST/AI/347, ST/AI/355, ST/AI/359, ST/AI/361 and ST/AI/386
ST/AI/347	9/3/88	Policies and procedures for office automation standardization	See also ST/SGB/245, ST/AI/339, ST/AI/345, ST/AI/355, ST/AI/359, ST/AI/361 and ST/AI/386
ST/AI/349	22/4/88	United Nations garage	
ST/AI/350 ST/AI/350/Amend.2 ST/AI/350/Amend.3	27/4/88 6/2/92 23/5/96	Rental subsidies and deductions for staff at duty stations in Europe and North America	See also ST/AI/275/Rev.2
ST/AI/351 ST/AI/351/Amend.1	25/5/88 28/1/97	Assistance and representation by counsel in disciplinary and appeal cases	
ST/AI/352	28/6/88	Certifying and approving officers	
ST/AI/352/Add.2/Rev.1	18/3/91	List of certifying officers for the biennium 1990-1991	
ST/AI/354	27/7/88	Request for rectification of date of birth or of other personal data	
ST/AI/355	7/9/88	Guidelines for the acquisition, use and support of microcomputers in the United Nations	See also ST/SGB/245, ST/AI/339, ST/AI/345, ST/AI/347, ST/AI/359, ST/AI/361 and ST/AI/386
ST/AI/359	12/12/89	Standards for desktop publishing hardware and software	See also ST/AI/189/Add.26 and ST/AI/347
ST/AI/360/Rev.1 ST/AI/360/Rev.1/Corr.1 (English only)	15/11/93 8/12/93	Movement of staff from the Field Service category to the Professional category	See also ST/SGB/173 and ST/AI/1998/8
ST/AI/361	29/3/90	Standard for word-processing software for microcomputers	See also ST/AI/347

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/363	1/8/90	Mobility and hardship allowance	
ST/AI/363/Corr.1	17/8/90		
ST/AI/363/Add.1	7/11/90		
ST/AI/363/Add.2	8/3/91		
ST/AI/364	1/8/90	Assignment grant	
ST/AI/364/Corr.1 (French only)	27/8/90		
ST/AI/364/Add.1	7/11/90		
ST/AI/364/Add.2	8/3/91		
ST/AI/365	13/8/90	Implementation of changes to salary policy in promotions	
ST/AI/365/Corr.1	24/9/90		
ST/AI/366	28/9/90	Dependency allowance or benefit for disabled children	
ST/AI/366/Amend.1	20/1/93		
ST/AI/367	15/10/90	Home leave: change of place of home leave and change of country of home leave	
ST/AI/368	10/1/91	Instructions governing United Nations diplomatic pouch service	
ST/AI/371	2/8/91	Revised disciplinary measures and procedures	
ST/AI/372	25/9/91	Employee assistance in cases of alcohol/substance abuse	
ST/AI/374	16/1/92	Property records and inventory control under revised definition of non-expendable property	See also ST/AI/97/Rev.2
ST/AI/376	1/6/92	United Nations Exhibits Committee guidelines	ST/AI/416
ST/AI/379	29/10/92	Procedures for dealing with sexual harassment	See also ST/SGB/253
ST/AI/380	23/12/92	Acceptance of payments from Governments to supplement United Nations emoluments	See also ST/SGB/136
ST/AI/381	24/12/92	Travel advances	See also ST/AI/257

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/383	8/6/93	Split shipments of personal effects and household goods	See also ST/AI/238/Rev.1 and ST/AI/264/Rev.1 and Corr.1 and Amend.1 and Amend.1/Corr.1 (French only)
ST/AI/386	23/8/93	Electronic mail policies and standards	See also ST/AI/347
ST/AI/387	10/9/93	Security arrangements for admission to United Nations Headquarters	See also ST/SGB/259, ST/AI/309/Rev.2
ST/AI/388	14/9/93	Personnel arrangements for the United Nations International Drug Control Programme (UNDCP)	See also ST/SGB/1998/17 and ST/SGB/240
ST/AI/391	21/1/94	Maternity leave	
ST/AI/392	27/1/94	Procedures of the Senior Review Group for the filling of posts at the Director (D-2) and higher levels	See also ST/SGB/266 and Amend.1
ST/AI/394	19/5/94	After-service health insurance	
ST/AI/395	2/6/94	Appointments of limited duration	
ST/AI/397	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also ST/SGB/273
ST/AI/399	14/12/94	Financial and other obligations of staff members	See also ST/AI/182
ST/AI/400	22/12/94	Abandonment of post	
ST/AI/401	18/1/95	Personnel arrangements for the Office of Internal Oversight Services	See also ST/SGB/273
ST/AI/402	23/3/95	Currency of payment of salaries and allowances	
ST/AI/404	19/5/95	Assignment to and return from mission detail	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/405	27/7/95	Direct deposit of salary	
ST/AI/407	1/8/95	Smoking at United Nations Headquarters	
ST/AI/408	1/8/95	Introduction of staggered working hours at Headquarters	
ST/AI/412	5/1/96	Special measures for the achievement of gender equality	See also ST/SGB/282
ST/AI/413	25/3/96	Placement and promotion	See also ST/SGB/267
ST/AI/416	26/4/96	Use of United Nations premises for meetings, conferences, special events and exhibits	See also ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/376 and ST/AI/387

B. SUBJECT INDEX TO ADMINISTRATIVE ISSUANCES

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Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310 and ST/AI/387

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Exchange of United Nations documents and publications: Principles governing the - ST/AI/189/Add.4/Rev.1

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Initiation, approval and execution of the United Nations biennial publications programme - ST/AI/189/Add.1/Rev.2

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Maps: Guidelines for the publication of - ST/AI/189/Add.25/Rev.1

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Regulations for the control and limitation of documentation - ST/AI/189

Reissue of out-of-stock material - ST/AI/189/Add.13/Rev.1

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Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

Losses of cash - ST/AI/157

Non-reimbursable loans of personnel services from sources external to the United Nations common system - ST/AI/231/Rev.1

Official hospitality - ST/AI/192/Rev.2

Official travel: procedures - ST/SGB/207/Rev.1, ST/AI/249/Rev.3 and Amend.4, and ST/AI/319

Overtime compensation at Headquarters - ST/AI/265 and ST/AI/298 and Amend.1

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Salary differential for General Service staff in the language-typing and word-processing units - ST/AI/259/Rev.10 and Amend.8

Salary scales and payments: see section XI.13 below

Solicitation of voluntary contributions within the Secretariat - ST/AI/104

Supplementary payments: see Acceptance of payments from Governments to supplement United Nations emoluments above

Taxi fares: Reimbursement of - ST/AI/248 and Amend.1

United States taxes: see section XI.16 below

3. Financial regulations and rules

Delegation of authority under the Financial Rules - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1, ST/SGB/213/Rev.1, ST/AI/270/Rev.1 and ST/AI/315/Rev.1

Delegation of financial authority to the International Trade Centre - ST/AI/315/Rev.1

Financial Regulations and Rules: Habitat and Human Settlements Foundation (series 300) - ST/SGB/UNHHSF/Financial Rules/3 (1978)

Financial Regulations and Rules of the United Nations (series 100) - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 and ST/AI/270/Rev.1

Financial Rules for the Special Account for the United Nations Emergency Force - ST/SGB/UNEF/2/Rev.2

Financial Rules of the Fund of the United Nations Environment Programme - ST/SGB/Financial Rules/2

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation - ST/SGB/PPBME Rules/1 (1987)

Regulations for the United Nations Force in Cyprus - ST/SGB/UNFICYP/1

4. Revenue-producing activities

Bookshop - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 and ST/AI/244/Rev.1

Garage parking rates: see United Nations Garage, section I.2, above

5. Trust funds and special accounts

Establishment and management of trust funds - ST/SGB/188

Establishment and operation of the Central Emergency Revolving Fund - ST/SGB/251

General trust funds - ST/AI/284

Programme support accounts - ST/AI/286

Technical cooperation trust funds - ST/AI/285

United Nations Social Defence Research Institute - ST/SGB/134

VII. GENERAL OFFICE PROCEDURES

Acquisition, replacement and maintenance of office automation equipment - ST/AI/339
--Office automation standardization: Policies and procedures - ST/AI/347
--Secure telecommunications equipment - ST/SGB/269

Acquisition, use and support of microcomputers in the United Nations: Guidelines for - ST/AI/355
--Desktop publishing hardware and software: Standards for - ST/AI/359 and ST/AI/189/Add.26
--Electronic mail policies and standards - ST/AI/386
--Electronic publishing: Guidelines for - ST/AI/189/Add.26
--Publishing in an electronic format: Guidelines for - ST/AI/189/Add.28
--Word-processing software for microcomputers: Standard for - ST/AI/361

Administrative issuances: Procedures for the promulgation of - ST/SGB/1997/1

Confidentiality of mailing lists and registers - ST/AI/341

Desktop publishing hardware and software: Standards for - ST/AI/359 and ST/AI/189/Add.26

Electronic mail policies and standards - ST/AI/386

Electronic publishing: Guidelines for - ST/AI/189/Add.26, ST/AI/189/Add.28 and ST/AI/359

Exhibits Committee guidelines: United Nations - ST/AI/376

Forms management programme - ST/AI/261

Information circulars - ST/SGB/1997/2

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

Office automation standardization: Policies and procedures - ST/AI/347
--Desktop publishing hardware and software: Standards for - ST/AI/359
--Electronic mail policies and standards - ST/AI/386
--Secure telecommunications equipment - ST/SGB/269
--Word-processing software for microcomputers: Standard for - ST/AI/361

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of - ST/AI/105

Publishing in an electronic format: Guidelines for - ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Requisition for equipment, supplies or services - form PT.72 - ST/AI/329

Secretariat procedure with regard to international instruments (conventions, agreements, treaties, etc.) - ST/AI/52

Secretary-General's bulletins: see Administrative issuances above

Secure telecommunications equipment - ST/SGB/269

Security of information - ST/SGB/272

Telegraph form: Revised - ST/AI/330

Word-processing software for microcomputers: Standard for - ST/AI/361

Working languages of the Secretariat - ST/SGB/201 and ST/SGB/212

VIII. LIBRARY

Dag Hammarskjöld Memorial Library building: Use of - ST/AI/145/Rev.1 (paras. 5 and 6)

Establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters: Procedure for the - ST/SGB/152

Library services - ST/AI/205

Supply to the United Nations libraries of material not available through the regular distribution channels - ST/AI/189/Add.12/Rev.1

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416 (see also Security arrrangements for admission to United Nations Headquarters in section I.5 above)

IX. MISSIONS

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404

Medal: Regulations for the United Nations (for award to military personnel) - ST/SGB/119 and Amend.1

Mission subsistence allowance - ST/AI/1997/6

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for promotion to the Professional category, section XI.15 below)

Policy governing assignment to and return from mission detail - ST/SGB/277

Senior Planning and Monitoring Group for Peacekeeping Operations - ST/SGB/233

United Nations Emergency Force: Financial Rules for the Special Account - ST/SGB/UNEF/2/Rev.2

United Nations Force in Cyprus: Regulations for - ST/SGB/UNFICYP/1

X. ORGANIZATIONAL STRUCTURE

1. General

Building the future - ST/SGB/1998/6

Financial situation of the Organization - ST/SGB/278 and ST/SGB/280 and Amend.1

Group of High-level Intergovernmental Experts (to Review the Efficiency of the Administrative and Financial Functioning of the United Nations) and related decisions of the General Assembly: Report of the - ST/AI/336

Organization of the Secretariat of the United Nations - ST/SGB/1997/5

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat - ST/SGB/209

2. Institutes

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 and ST/SGB/125/Rev.2 (Spanish only)

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/134

3. Secretariat departments and units

Central Support Services: Office of - ST/SGB/1998/11 and ST/SGB/213/Rev.1

Centre for Human Settlements (Habitat): Establishment of the United Nations - ST/SGB/168 and ST/SGB/1997/5

Communications and Public Information: Office of - ST/SGB/1997/5 (see also Public Information: Department of, below)

Conference on Trade and Development: Secretariat of the United Nations - ST/SGB/1998/1

Dag Hammarskjöld Library: see Public Information: Department of, below

Disarmament Affairs: Department for - ST/SGB/1998/10

Drug Control and Crime Prevention: Office for - ST/SGB/1998/17; ST/SGB/240
--Personnel arrangements for the United Nations International Drug Control Programme - ST/AI/388

Economic and Social Affairs: Department of - ST/SGB/1997/9

Economic and Social Commission for Asia and the Pacific: Secretariat of the - ST/SGB/Organization, section: ESCAP

Economic and Social Commission for Western Asia: Secretariat of the - ST/SGB/Organization, section: ESCWA/Rev.1

Economic Commission for Africa: Secretariat of the - ST/SGB/1998/4

Economic Commission for Europe: Secretariat of the - ST/SGB/1998/3

Economic Commission for Latin America and the Caribbean: Secretariat of the - ST/SGB/Organization, section: ECLAC

Emergency Relief Coordinator: Office of the - ST/SGB/1997/5

Environment Programme: Secretariat of the United Nations - ST/SGB/Organization, section O/Rev.1

Executive Office of the Secretary-General - ST/SGB/1998/18

General Assembly Affairs and Conference Services: Department of - ST/SGB/1997/6

High Commissioner for Human Rights: Office of the United Nations - ST/SGB/1997/10

High Commissioner for Refugees: Office of the United Nations - ST/SGB/1998/9

Human Resources Management: Office of - ST/SGB/1998/12 and ST/SGB/213/Rev.1

Internal Oversight Services: Office of - ST/SGB/1998/2, ST/SGB/273, ST/AI/397 and ST/AI/401
--Establishment of - ST/SGB/273
--Personnel arrangements - ST/AI/401
--Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery - ST/AI/397

Legal Affairs: Office of - ST/SGB/1997/8

Management: Department of - ST/SGB/1997/11, ST/SGB/213/Rev.1 and ST/SGB/270

Office at Geneva: United Nations - ST/SGB/Organization, section S and Corr.1 and Amend.1

Office at Nairobi: United Nations - ST/SGB/1997/5

Office at Vienna: United Nations - ST/SGB/1998/16

Peacekeeping Operations: Department of - ST/SGB/Organization, section: DPKO and Amend.1

Political Affairs: Department of - ST/SGB/1998/14

Programme Planning, Budget and Accounts: Office of - ST/SGB/1998/13, ST/SGB/213/Rev.1, ST/SGB/270 and ST/SGB/PPBME Rules/1

Public Information: Department of - ST/SGB/Organization, section: DPI/Rev.2 and ST/AI/376 (see also Communications and Public Information: Office of, above)

Regional Commissions Liaison Office - ST/SGB/205

Relief and Works Agency for Palestine Refugees in the Near East: Secretariat of the - ST/SGB/Organization, section: UNRWA

4. Secretariat boards and committees

Advisory Board on Compensation Claims - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Advisory Panel on Management and Finance - ST/SGB/270

Appointment and Promotion Board - ST/SGB/Staff Rules/1/Rev.9 and Amend.1 and 2 (rule 104.14)

Appointment and Promotion Committee - ST/SGB/Staff Rules/1/Rev.9 and Amend.1 and 2 (rule 104.14)

Appointment and Promotion Panel - ST/SGB/Staff Rules/1/Rev.9 and Amend.1 and 2 (rule 104.14)

Career Development Committee - ST/SGB/166 and ST/AI/413

Central Examinations Board - ST/SGB/173 and ST/AI/1998/8

Claims Board - ST/AI/149/Rev.4

Classification Appeals Committees - ST/AI/1998/9 and Corr.1 (English only)

Committee on Contracts - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 (rule 110.17)

Exhibits Committee guidelines: United Nations - ST/AI/376

Garage Review Board - ST/AI/349

Health and Life Insurance Committee at Headquarters - ST/SGB/275

Integrated Management Information System Steering Committee - ST/SGB/276

Joint Advisory Committee at Headquarters - ST/SGB/200/Rev.1

Joint Appeals Board:
--Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
--Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
--Revised disciplinary measures and procedures - ST/AI/371

Panels of Counsel - ST/AI/351 and Amend.1

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Property Survey Board - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 (rule 110.32) and ST/AI/202

Publications Board - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 (rules 110.38 and 110.39)

Senior Advisory Board on Services to the Public - ST/SGB/231

Senior Management Group - ST/SGB/1997/3

Senior Planning and Monitoring Group for Peacekeeping Operations - ST/SGB/233

Senior Review Group for the filling of posts at the Director (D-2) and higher levels - ST/SGB/266 and Amend.1
--Procedures - ST/AI/392

Special Advisory Board - ST/SGB/Staff Rules/1/Rev.9 and Amend.1 and 2 (rule 109.1)

Specialized Board of Examiners - ST/SGB/173 and ST/AI/1998/8

Staff Incentive Review Committee: objectives and composition of - ST/AI/320 and Add.1 and Add.1/Corr.1 and 2

Staff-Management Coordination Committee - ST/SGB/1997/12

Steering Committee for the Improvement of the Status of Women in the Secretariat:
--Membership - ST/SGB/216 and Add.6
--Policies to achieve gender equality in the United Nations - ST/SGB/282 and ST/AI/412

Technological Innovations Board - ST/SGB/245 (see also section XII.1 below)

Technological Innovations Committees at regional commissions and other locations away from Headquarters: The establishment and operation of - ST/AI/345 (see also section XII.1 below)

Tort Claims Board - ST/SGB/230

Visa Committee:
--Visa status of non-United States staff members serving in the United States - ST/AI/294

Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes - ST/SGB/209

5. Units servicing voluntary programmes

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 (English only) and ST/SGB/125/Rev.2 (Spanish only)

United Nations International Drug Control Programme: ST/SGB/1998/17, ST/SGB/240 and ST/AI/388

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/134

XI. PERSONNEL

1. Administration-staff relations

International civil service:
Security, safety and independence of the - ST/SGB/198
--Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Joint Advisory Committee at Headquarters - ST/SGB/200/Rev.1

Joint Appeals Board:
--Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
--Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
--Revised disciplinary measures and procedures - ST/AI/371

Panels of Counsel - ST/AI/351 and Amend.1

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/274

Special Advisory Board - ST/SGB/Staff Rules/1/Rev.9 and Amend.1 and 2 (rule 109.1)

Staff representatives: Facilities to be provided to - ST/AI/293

Staff-Management Coordination Committee - ST/SGB/1997/12

Staff-management relations: decentralization of consultation procedure - ST/SGB/172 and ST/SGB/274

Steering Committee for the Improvement of the Status of Women in the Secretariat:
--Membership - ST/SGB/216 and Add.6
--Policies to obtain gender equality in the United Nations - ST/SGB/282 and ST/AI/412

2. Allowances, entitlements and grants

Assignment grant - ST/AI/364 and Corr.1 (French only) and Add.1 and 2

Dependency allowance or benefit for disabled children - ST/AI/366 and Amend.1

Dependency allowances - ST/AI/278/Rev.1 and ST/AI/366 and Amend.1

Dependency status: Definition of - ST/AI/278/Rev.1

Education grant and special education grant for disabled children - ST/AI/181/Rev.10 and Corr.1 (English only) and Amend.1 and 2 and ST/AI/249/Rev.3 and Amend.4 (para. 2 (c))

Home leave: change of place of home leave and change of country of home leave - ST/AI/367

Mission subsistence allowance - ST/AI/1997/6

Mobility and hardship allowance - ST/AI/363 and Corr.1 and Add.1 and 2
--Application to Field Service category - ST/AI/363/Add.1

Non-resident's allowance - ST/AI/314 and Add.1, ST/AI/275/Rev.2 and ST/AI/350 and Amend.2 and 3

Official hospitality - ST/AI/192/Rev.2

Reimbursement for travel by private motor vehicle - ST/AI/1998/2

Reimbursement of costs of basic medical examinations for family members - ST/AI/317 and Amend.8

Rental subsidies and deductions for staff at duty stations in Europe and North America - ST/AI/350 and Amend.2 and 3

Rental subsidies and deductions for staff at duty stations outside Europe and North America - ST/AI/275/Rev.2

Repatriation grant - ST/AI/262, ST/AI/269 and ST/AI/300

Salaries and allowances: Currency of payment - ST/AI/402

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.9 and Amend.1 and 2 (rules 106.1-106.6)

Special entitlements for staff members serving at designated duty stations - ST/AI/280/Rev.6 and Amend.6 and Amend.6/Corr.1

Special post allowance to the Professional category: Assignment of staff members from other categories to Professional posts and granting of - ST/AI/276

Subsistence allowance:
--Mission subsistence allowance - ST/AI/1997/6
--System of daily subsistence allowance - ST/AI/1998/3
--United Nations conferences - ST/AI/133

Threshold percentage for the purpose of calculating rental subsidies - ST/AI/350 and Amend.2 and 3

3. Appeals

Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Classification Appeals Committees - ST/AI/1998/9 and Corr.1 (English only)

Disciplinary measures and procedures: Revised - ST/AI/371

Grievance panels: see Panels on Discrimination and Other Grievances below

Joint Appeals Board:
--Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
--Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
--Revised disciplinary measures and procedures - ST/AI/371

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Representation by counsel in disciplinary and appeals cases: Assistance and - ST/AI/351 and Amend.1

Revised disciplinary measures and procedures - ST/AI/371

Special Advisory Board - ST/SGB/Staff Rules/1/Rev.9 and Amend.1 and 2 (rule 109.1)

Time limits governing the submission of claims under the Staff Regulations and Rules - ST/AI/120/Rev.2 and ST/AI/149/Rev.4

4. Appointments, placement and promotion

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1

Appointment and Promotion Board - ST/SGB/Staff Rules/1/Rev.9 and Amend.1 and 2 (rule 104.14)

Appointment and Promotion Committee - ST/SGB/Staff Rules/1/Rev.9 and Amend.1 and 2 (rule 104.14)

Appointment and promotion committees at designated offices away from Headquarters - ST/AI/242 and Amend.1

Appointment and Promotion Panel - ST/SGB/Staff Rules/1/Rev.9 and Amend.1 and 2 (rule 104.14)

Appointments of limited duration - ST/AI/395

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section IX above)

Competitive examination for promotion to the Professional category - ST/SGB/173 and ST/AI/1998/8

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category - ST/AI/1998/7

Competitive examinations for the placement of General Service and related categories in particular occupational groups - ST/AI/1998/4

Conditions for promotion and accelerated increment based on knowledge of second language (Professional category and above) - ST/AI/207 (see also Linguistic standards below)

Consultants and participants in advisory meetings - ST/SGB/177 and ST/AI/296 and Amend.1 (see also Policies for obtaining the services of individuals on behalf of the Organization below)

Contractors: Institutional or corporate - ST/SGB/177 and ST/AI/327

Employment of spouses - ST/AI/273

Equality of men and women in the Secretariat - ST/SGB/154, ST/SGB/253 and ST/AI/379

Implementation of changes to salary policy in promotions - ST/AI/365 and Corr.1

Language teachers: Granting of status of staff members to full-time - ST/AI/316

Linguistic standards for staff of the United Nations Secretariat - ST/AI/113 and ST/AI/207

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for promotion to the Professional category, section XI.15 below)

Outposting of staff from the established location of a department to another location - ST/AI/245

Part-time employment - ST/AI/291/Rev.1

Performance appraisal system - ST/SGB/1997/13, ST/SGB/1998/6 and ST/AI/1997/8

Placement and promotion - ST/SGB/267 and ST/AI/413
--Policies to achieve gender equality in the United Nations - ST/SGB/282 and ST/AI/412

Policies for obtaining the services of individuals on behalf of the Organization - ST/SGB/177
--Consultants and participants in advisory meetings - ST/AI/296 and Amend.1
--Institutional or corporate contractors - ST/AI/327
--Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/AI/297 and Add.1
--Temporary staff and individual contractors - ST/AI/295 and Amend.1
(See also Use of "when actually employed" contracts below)

Policies to achieve gender equality in the United Nations - ST/SGB/282 and ST/AI/412

Promotion policy and review: see Placement and promotion above

Recruitment procedures for Professional staff - ST/AI/1997/7
--Amendment - ST/AI/1998/5

Salary policy in promotions - ST/AI/365 and Corr.1

Senior Review Group for the filling of posts at the Director (D-2) and higher levels - ST/SGB/266 and Amend.1
--Procedures - ST/AI/392

Special measures for the achievement of gender equality - ST/AI/412 and ST/SGB/282

Special post allowance to the Professional category: Assignment of staff members from other categories to Professional posts and granting of - ST/AI/276

Suspension of the granting of permanent and probationary appointments - ST/SGB/280 and Amend.1

Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/SGB/177 and ST/AI/297 and Add.1

Temporary staff and individual contractors - ST/SGB/177 and ST/AI/295 and Amend.1

Termination of permanent appointment for unsatisfactory services: Procedure to be followed - ST/AI/222

Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions - ST/SGB/283

5. Attendance, leave and working hours

Abandonment of post - ST/AI/400

Annual leave from designated duty stations: travel expenses - ST/AI/280/Rev.6 and Amend.6 and Amend.6/Corr.1

Certification of sick leave: see Time, attendance and leave recording below

Home leave: change of place of home leave and change of country of home leave - ST/AI/367

Introduction of staggered working hours - ST/AI/408

Maternity leave - ST/AI/391

Night differential for staff in the General Service and related categories: Overtime and - ST/AI/298 and Amend.1

Official holidays - ST/AI/283

Overtime compensation at Headquarters - ST/AI/265 and ST/AI/298 and Amend.1

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310 and ST/AI/387

Release of staff members in bad weather or other conditions - ST/AI/260

Time, attendance and leave recording - ST/AI/221/Rev.1 and Amend.1 and Add.1

Upgrading of substantive and technical skills - ST/AI/1997/4 and ST/SGB/1998/6

Working hours: Introduction of staggered working hours at Headquarters - ST/AI/408

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules - ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1

Delegation of authority under the Financial Rules - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1, ST/SGB/213/Rev.1, ST/AI/270/Rev.1 and ST/AI/315/Rev.1

Designation of staff members performing significant functions in financial management, personnel management and general services administration - ST/SGB/213/Rev.1

7. Duties and obligations

Acceptance of payments from Governments to supplement United Nations emoluments - ST/AI/380

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section IX above)

Basic rights and duties of United Nations staff members: Status - ST/SGB/1998/19

Equality of men and women in the Secretariat - ST/SGB/154, ST/SGB/253 and ST/AI/379

Financial and other obligations of staff members - ST/AI/399 (see also Obligations of staff members below)

Gifts: see Preservation and disposition of gifts and historical items below

Obligations of staff members - ST/AI/182 and ST/AI/399

Outside activities of members of the Secretariat - ST/AI/190/Rev.1

Preservation and disposition of gifts and historical items - ST/SGB/136

Procedures for dealing with sexual harassment - ST/AI/379 (see also ST/SGB/253)

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 and ST/AI/379 (see also ST/SGB/154)

Rectification of date of birth or of other personal data: Request for - ST/AI/354

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Status, basic rights and duties of United Nations staff members - ST/SGB/1998/19

8. Job classification system

System for the classification of posts - ST/AI/1998/9 and Corr.1 (English only)

9. General

Annual inspection of official status file - ST/AI/108 (see also Official status files below)

Bookshop service for staff members: United Nations - ST/AI/244/Rev.1

Currency of payment of salaries and allowances - ST/AI/402

Direct deposit of salary - ST/AI/405

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Filing of adverse material in personnel records - ST/AI/292 (see also Official status files below)

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

International civil service: security, safety and independence of the - ST/SGB/198
--Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Laissez-passer - ST/AI/155/Rev.2 and Amend.1 (para. 5)

Official hospitality - ST/AI/192/Rev.2

Official status files - ST/AI/108 and ST/AI/292

Performance appraisal system - ST/SGB/1997/13, ST/SGB/1998/6 and ST/AI/1997/8

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of - ST/AI/105

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 (see also ST/SGB/154 and ST/AI/379)

Rectification of date of birth or of other personal data: Request for - ST/AI/354

Safety measures and accident prevention: Instructions with respect to reporting of work injuries - ST/AI/120/Rev.2 and ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Sexual harassment: Procedures for dealing with - ST/AI/379 (see also Promotion of equal treatment of men and women in the Secretariat above)

Smoking at United Nations Headquarters - ST/AI/407

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2

Staff relief committees, United Nations: see Solicitation of voluntary contributions within the Secretariat, section VI.2 above

Taxi fares: Reimbursement of - ST/AI/248 and Amend.1

Wearing of grounds passes - ST/SGB/259, ST/AI/333 and ST/AI/387

Working hours: Introduction of staggered - ST/AI/408

Working languages of the Secretariat - ST/SGB/201 and ST/SGB/212

10. Medical and other insurance

After-service health insurance - ST/AI/394

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

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